



**SECTION: STUDENTS**

**POLICY: 210**

**TITLE: USE OF MEDICATIONS**

**ORIGINAL:** June 24, 2002

**CURRENT REVISION:** April 5,  
2021

**LAST REVIEWED BY THE  
ADMINISTRATION:**

## **ADMINISTRATIVE GUIDELINES**

- A. The District shall inform all parents and guardians, students and staff about the policy and procedures governing the administration of medications. In addition, a detailed Nurses Manual is available in all school buildings in the health suite for additional reference and constitutes a part of these guidelines.
- B. Prescription medication must be brought to school in the labeled prescription container, which includes the instructions of the treating physician; the physician's name, address, and phone number; the child's name; name of the medication; dosage; and time to be given. Likewise, non-prescription medication shall be brought to school in the original container with an attached label, which includes the child's name, name and purpose of medication, dosage, and time to be given. No expired medication will be administered.
- C. The parent/guardian or designated adult shall hand deliver the medication, along with medication forms, to the nurse's office. If it is impossible to hand-deliver the medication to the nurse's office, special arrangements should be made with the school nurse.
- D. Controlled medication(s), such as but not limited to stimulants, antidepressants and tranquilizers will be counted by both the nurse and the parent/guardian or adult designee each time the prescription container is brought to school. The parent/guardian or adult designee will count and note on the container the number of pills. Upon receiving the medication, the nurse will count, record and initial on the medication record the date and number of pills received.
- E. The nurse must be notified in writing of any changes in medication from both the parent/guardian and the physician. Otherwise, the form "Authorization for School Medication Administration" is valid for the current school year.
- F. The medication will be kept in a secured, locked place in the nurse's office and will be administered to the student by the nurse, principal, or the principal's designee at the appropriate time.
- G. A medication record, which will include the student name, date, dosage of medication, time of administration, and the initials and signature of the person administering the medication, will be kept for each student's medication. The medication record, the parent's/guardian's authorization form authorizing school medication administration, the statements from the physician, and any other documents shall be kept on file in the office of the school nurse in the student's current building of attendance. When the medication is discontinued, the authorization form(s) should be included in the health record

- H. The parent/guardian will be notified orally and in writing when the student does not receive medication due to lack of physician and/or parent/guardian permission, medication brought to school not in original and/or improperly labeled, and/or failure to follow the procedures. The nurse may also refuse to administer the medication if s/he feels administration of the medication would be unsafe to the student's health.
- I. The parent/guardian may come to school and administer medication to his/her child in the health room. The parent/guardian should inform the school nurse of the name of the medication, the reason for administering it, and any known side effects to expect.
- J. When any medication prescribed for a student is initially brought to school, it shall be the responsibility of the certified school nurse to complete the following:
  - a. Obtain written permission from the physician, parent, or guardian for administration or self-administration of medication that shall be kept confidential and on file in the office of the school nurse.
  - b. Review pertinent information with the student and/or parent or guardian, specifically:
    - i. Reason for taking this medication.
    - ii. How often and length of time.
    - iii. What will happen if medication is not taken or is taken incorrectly.
    - iv. What the physician told him/her about the medication.
  - c. If needed, determine the student's ability to self-administer medication, observe, and evaluate the student's ability to self-administer during the initial administration.
- K. Student Self-Administration
  - a. To self-administer medication, the student must be able to:
  - b. Respond to and visually recognize his/her name.
  - c. Identify his/her medication.
  - d. Measure, pour and administer the prescribed dosage.
  - e. Sign his/her medication sheet to acknowledge having taken the medication.
  - f. Demonstrate a cooperative attitude in all aspects of self-administration.